

**PERSONNEL AND TRAINING BUREAU
TRAINING DIVISION**

TRAINING NOTICE

October 16, 2014

12.1.1

TO: All Concerned Commanding Officers

FROM: Commanding Officer, Training Division

SUBJECT: 2015 QUARTERLY TRAINING COORDINATOR'S MEETING SCHEDULE

The Quarterly Training Coordinator's Meetings have been scheduled for 2015. The dates are January 15, April 2, August 13 and November 12, 2015. It is requested that the Sergeant II Training Coordinator/Civilian Course Coordinator assigned to each Area/Bureau/Division shall attend and participate in the quarterly meetings.

This is a primary duty assignment. Any scheduling conflicts are to be resolved in favor of this assignment. The only acceptable reasons for non-attendance are prescheduled vacation, court, military leave and illness.

A Training Order will be distributed to notify Bureau and Area Training Coordinators. If there are any questions or concerns regarding this meeting, please have a member of your staff contact Sergeant Jerry Chaney or Officer Brandy Jackson, Training Coordination Unit, Training Division, at (213) 485-3161.

APPROVED:



MICHELLE VEENSTRA, Captain
Commanding Officer
Training Division



WILLIAM A. MURPHY, Commander
Assistant Commanding Officer
Personnel and Training Bureau